



We are currently accepting applications for the full-time position of:

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## **Superintendent of Highways, Equipment and Drains**

**Anticipated Hiring Range: \$76,902 - \$83,979**

**Maximum Position Salary Range: \$96,878**

**Additional Stipends: \$7,000**

**With excellent benefits**

\*Note this figure demonstrates the anticipated hiring range.

Candidate's education, experience and issue of internal equity will be considered.

<p><b>The <u>REQUIRED</u> Town of Lexington application must be received in the Town's Human Resource Department by Friday, September 16, 2016</b></p>
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### **GENERAL PURPOSE**

Plans, implements, directs, and reviews street maintenance and repair, snow removal operations, road resurfacing, construction and repair of drainage systems, and other related Highway and Drain maintenance and repair functions and activities. Responsible for the repair and maintenance of all Town vehicles. Responsible for administrative and supervisory management of all division operations.

### **SUPERVISION RECEIVED**

Works under the general direction of the Manager of Operations.

### **SUPERVISION EXERCISED**

Exercises close supervision over assigned maintenance workers and equipment operators.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Plans, implements, directs and reviews the maintenance of accepted, unaccepted and unclassified streets. Works with other Public Works divisions to coordinate and oversee operations affecting streets. Provides for safe handling of traffic in construction zones.

Plans, implements, directs and reviews the removal of snow and ice from all Town roads; such as street sanding, snow plowing and snow hauling operations.

Maintains proper operation of public drainage system, including the construction, repair and cleaning of drain lines, associated manholes, catch basins and brooks.

Prepares vehicle maintenance schedules in conjunction with shop foreman. Oversees all maintenance and repair work. Maintains all repair orders; submit monthly; maintains vehicle life records.

Develops, assembles, presents and administers division equipment, supplies, and capital budget annually. Responsible for the selection and allocation of equipment and supplies. Investigates and selects vendors. Maintains all related records. Prepares requests-for-bid for division capital expenditures. Tracks expenditures and prepare supplements and transfers.

Responsible for personnel administration and supervision of employees including: selection, promotion, training, evaluation, discipline, assignment, and payroll issues. Provides training for staff; ensures that staff remains current on new equipment repair and maintenance techniques; provides in-house training and/or arrange for staff attendance at external seminars. Purchases and provides required repair manuals.

Provides day-to-day direction and guidance to staff. Prepares daily work assignments, personnel records, annual sand and salt usage report, department reports for inclusion in the annual Town Report and other reports and records as necessary or requested. Prepare and conduct annual performance evaluations. Develops and ensures adherence to operational procedures, and oversees safety of assigned workers and equipment operators.

Responsible for specification development for new equipment and vehicle purchases. Develops and submits recommendations annually. Interacts with other Town departments; is responsible for checking all vehicles and equipment to assure that they are being utilized properly.

Maintains current knowledge of vehicle and equipment maintenance, repair and purchasing through attendance of seminars, etc., and through literature review.

Manages street sweeping, traffic line painting and traffic sign maintenance programs.

Maintains Town roadside areas, sidewalks, and parking lots. Maintains on-call status during snow removals, hurricanes and other emergencies.

Perform other related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Operational characteristics, services and activities of an equipment maintenance program and a street and drain maintenance and construction program.

Salt, sanding, and snow removal procedures.

Advanced principles and practices of equipment maintenance and general automotive maintenance.

Principles, methods, materials, equipment and safety standards of street and drain maintenance.

Methods and techniques of preventive maintenance for both asphalt pavement and equipment

Equipment, tools and supplies pertinent for automotive repair and maintenance.

Management skills to analyze programs, policies and operational needs.

Procedures related to purchasing equipment and supplies.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Occupational hazards and standard safety practices.

Massachusetts Manual of Uniform Traffic Control Devices.

English usage, spelling, grammar and punctuation.

Modern office procedures, methods and computer equipment.

Computer skills including word processing and spreadsheet.

Principles and procedures of bookkeeping and record keeping.

Pertinent Federal, State, and local laws, codes and regulations.

### **Ability to:**

Manage, direct and coordinate the operations of a highway, drains and equipment maintenance division.

Prioritize and assign work activities; supervise, organize and review the work of lower level staff.

Select, supervise, train and evaluate staff.

Evaluate status of vehicles and equipment

Estimate time and materials needed for projects

Interpret and explain department policies and procedures.

Respond to requests and inquiries from the general public.

Research, analyze, and evaluate new service delivery methods and techniques.

Prepare clear and concise reports.

Prepare and administer a large and complex budget.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Perform public speaking

Establish and maintain effective working relationships with those contacted in the course of work.

Calculate areas, volumes and weights.

Maintain effective audio-visual discrimination and perception needed for:

— *making observations*

- *communicating with others*
- *reading and writing*
- *answering questions*

Maintain mental capacity that permits:

- *making sound decisions and using good judgment*
- *demonstrating intellectual capabilities*
- *performing complex mathematical and statistical computations*
- *responding to questions*
- *determining when hazardous situations exist.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:

- *walking, standing or sitting for extended periods of time*
- *traveling to various work locations*
- *lifting or carrying moderate to heavy objects*
- *operating motorized equipment and vehicles.*

Effectively handle a work environment and conditions that involve:

- *working closely with others*
- *field and office work*
- *irregular work hours*
- *high level of noise*
- *working under harsh weather conditions*
- *working with hazardous chemicals and materials*
- *potentially dangerous equipment and machinery*
- *exposure to dirt and dust.*

### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

Five years of increasingly responsible experience in vehicle repair and maintenance, highway maintenance and snow removal, including two years of administrative and supervisory responsibility.

#### **Training:**

Equivalent to an Associates degree in Engineering or a related field, supplemented by Management training in public works administration or a related field.

### **SPECIAL REQUIRMENTS**

Valid State Driver's license, or ability to obtain one.

## **TOOLS AND EQUIPMENT USED**

Motorized vehicles for driving and evaluation purposes; tools required for maintenance of motorized vehicles; personal computer, including word processing and other software; calculator; copy and fax machine; phone; mobile or portable radio.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is required to have mobility in order to move about the office; use hands to finger, handle, or feel or operate objects, tools, or controls; and reach with hands and arms on the floor or on ladder. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is also required to be outdoors at the job site. This may involve working around heavy machinery (loaders, backhoes) and noisy equipment. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee may be subject to heavy fumes, strong odors, and toxic or caustic chemicals. The employee may be subject to inclement weather situations including high heat, extreme cold, heavy winds and rains, and long hours.

The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

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## **APPLICATION PROCESS**

All applicants are required to complete a Town application form, available from the Internet at [www.lexingtonma.gov](http://www.lexingtonma.gov), emailing [jobs@lexingtonma.gov](mailto:jobs@lexingtonma.gov), calling (781) 698-4590 or by visiting the Human Resources Department. Resumes may be attached to the application form as

additional information, but cannot serve as a substitute for completing the required application form.

**Application must be received in the Town's Human Resource Department  
by Friday, September 16, 2016**

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

**Prior to appointment, the final candidate will be required to undergo a criminal background check (CORI).**

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

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Questions regarding this hiring process should be addressed to the:  
Human Resources Department  
Town of Lexington  
1625 Massachusetts Avenue  
Lexington, MA 02420  
(781) 698-4590

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